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20 August 1971

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Activities Report No. 33
16 - 20 August 1971

1. Status of next National Interdepartmental Seminar, 13 September: still three nominees (NPIC, OS, and OC). O/DDS has been informed.

2. Language classes at the Foreign Service Institute begin on Monday. Our final input is as follows:

<u>Name</u>	<u>Office</u>	<u>Language</u>
[Redacted]	DDP/NE	Arabic
	DDP/NE	Arabic
	DDP/FE	Burmese
	DDP/SB	Czech
	DDP/SB	Greek (transferring to NE)
	DDP/NE	Greek
	DDP/FE	Korean
	DDP/FE	Lao
	DDP/SB	Romanian

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All are attending the required Area Seminar which began on 9 August with the except of Messrs. [Redacted] who were waivered.

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3. AIR received a memo from [Redacted] requesting the training records of 55 employees at [Redacted] With the Agency 25X1A Training Record now on microfilm and with a 3M reader/printer in the office, this request was completed in less than an hour. Under our former system of searching through four tomes of paper, recording by hand, and then typing the lists, this project would have taken at least eight hours of one employee's time. Progress and efficiency through mechanization!

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4. We received five microfilm cartridges from SIPS of Format "A" of the Agency Training Record (Alpha by Agency employees). We will retain two copies for use in this office, send one to QAB/OP, and one to each of the Vital Records Centers [redacted] Each cartridge replaces two Records Center file boxes.

5. In response to a request from Mr. Wattles and the DTR for the new fact book, we contacted a number of former students at external training programs and asked for examples of the types of questions they were asked about the Agency. There was a wide variety of questions reported by 26 students but three topics appeared regularly:

- a. confusion between the role of CIA and the FBI
- b. hiring policies and procedures
- c. current events relating to the Agency which appeared in the newspaper and historic operational flaps, e.g., Bay of Pigs, Green Beret case, Pueblo incident, etc.

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6. Several offices asked their employees for a show of interest in a briefing on "Selecting a College and Financing a College Education." As a result, [redacted] is tentatively committed to the following schedule:

<u>Office</u>	<u>Approx No.</u>	<u>Date</u>	<u>Time</u>
[redacted]	30	25 Aug	1530
TSD	50	23 Sept	1030
OC	50	Sept	1930
NPIC	35	Oct	1930

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The [redacted] session was formally requested by [redacted] in a 4 August memo to the DTR.

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[redacted]
with the program. He is being tested in LS/TR on 24 August, and we have set up a debriefing with [redacted] Chief of Slavic Languages. Mr. [redacted] will also submit a detailed critique for DTR and D/OSR. He was the first Agency employee at this Institute in over eight years. A second student, [redacted] OCI, has just departed for [redacted] to take the same course.

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8. The next session of the Federal Executive Institute begins on 29 August in Charlottesville; it will run through 22 October. We will have two in attendance: [redacted] Special Assistant to the Director of ORD, and [redacted] Assistant Deputy Director of Security for Personnel Security, OS. Mr. [redacted] attended SIWA's Sr. Officer Orientation in June. Mr. [redacted] will be briefed in AIR early next week.

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9. The Office of Communications has requested that AIR cancel 16 spaces received from NSA for both the Basic SIGINT Technology Course (E0100) and the COMINT Signal Technology Course (E0101) for FY 1972. These courses replace the Communications Signal Analysis Course (SA-106), which was discontinued last year. Quotas for these courses were allocated to the Agency based on OC's use of SA-106. The courses have been scheduled four hours a day for four and six weeks respectively and Commo cannot afford this awkward scheduling at Ft. Meade.

10. Five employees from OSI have been enrolled in NSA's Standard Three-Hour Cryptologic Briefing, 19 August.

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11. Mr. [redacted] Chief, Support Services Group, Central Reference Service, will represent the Agency in the Summer Conference of FEI Executives which begins 25 August in Charlottesville.

12. Information Science in Support of Intelligence Functions, sponsored by the Information Science Center at the Defense Intelligence School, is scheduled 7 September to 26 November. A Survey of Intelligence Information Systems, also given by the Center, will be conducted 20 September to 8 October. The Agency has a quota of six in each course. To date we have received no nominees for the Functions course; O/DDI will probably have a nominee for the Survey. An item on this was included in the 18 August Newsletter and in earlier Newsletters. Course announcements are on all Bulletin Boards in Agency buildings and material was distributed to the CIA Information Processing Coordinators (IPC's), and Senior Training Officers.

13. A Civil Service study on CAI dated August 1971 concludes that it is only practical if used by a large number of students with unchanging subject matter. The study confirms our conclusion that CAI wouldn't be cost effective for us at this time.

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[redacted]
Chief
Instructional Support Staff

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